

**DEPARTMENT OF THE NAVY, COMMANDER NAVY REGION EURAFSWA**  
 Civilian Human Resources, Sigonella, Italy  
**VACANCY ANNOUNCEMENT: LOCAL NATIONAL POSITION**

**AMENDMENT**

**10-APR-2012**



Announcement #	<b>LN12-302887</b>		
Position	<b>CUSTOMS LIAISON UA-1802-05/04/03</b>		
Salary	<b>UA-03: €2,206.70 - €2,456.92 per month plus applicable allowances</b> <b>UA-04: €2,094.15 - €2,324.01 per month plus applicable allowances</b> <b>UA-05: €1,996.60 - €2,206.87 per month plus applicable allowances</b>		
Opening Date	<b>30-MAR-2012</b>	Closing Date	<b>19-APR-2012</b>
Location	<b>NAVSUP, FLEET LOGISTICS CENTER SIGONELLA (FLCSI)-SI, OPERATIONS, U.S. NAVAL AIR STATION, SIGONELLA, ITALY</b>		

**This announcement has been amended to extend the closing date from 10 APR 2012 to 19 APR 2012.**

**Application Status**

For inquiries concerning job application status, call Civilian Human Resources at (095) 56-4165/or DSN 624-4165 only on Tuesdays or Thursdays from 1230-1530, at least 20-days after the closing date of the announcement.

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	Opening Date	30-MAR-2012	Closing Date	10-APR-2012
	Location	NAVSUP, FLEET LOGISTICS CENTER SIGONELLA (FLCSI)-SI, OPERATIONS, U.S. NAVAL AIR STATION, SIGONELLA, ITALY		
Notes	<ol style="list-style-type: none"> <li><b>Please read page two (2) of the announcement “Instructions for Completing Application Form”, before submitting your application. Applicants must be able to read, write and speak fluently in both English and Italian. Applications must be submitted in English.</b></li> <li><b>Current federal employees must submit copies of Notification of Personnel Actions (SF50) or similar document with the application package.</b></li> <li>Selectee will be required to pass a physical examination as a condition of employment.</li> <li>This position may be filled at the higher or lower level. If filled at the lower level, incumbent may be non-competitively promoted to the full performance/next higher level upon meeting eligibility and qualification requirements and based upon recommendation from supervisor.</li> <li>Must possess a current and valid class “B” driver’s license to drive vehicles (of up to 3.5 tons) in Italy, and must be able to obtain a U.S. Government license to drive U.S. Government vehicles.</li> <li><b>Complete and submit with application package, form CSC 665, Experience Statement Sheet for Motor Vehicle and Mobile Equipment Operators/Dichiarazione Attestante L’Esperienza di Guida dei Mezzi di Trasporto.</b></li> </ol>			
Who May Apply	Permanent Appropriated fund local national employees serviced by Civilian Human Resources, Sigonella, Italy.			
Description of Duties	Incumbent is responsible for customs clearance of all incoming and outgoing DoD Cargo, Personal Property and Privately Owned Vehicles (POVs). Handles customs clearance at Catania Airport, the Catania railroad station, and the Port of Catania. Prepares customs declaration forms for received and shipped cargo. Complies with Italian Customs Tariff Regulations and Italian Government restrictions and regulation on the importation and exportation of U.S. military cargo. Contacts local port head stevedore and makes arrangements for discharging ships, checks the cargo against the manifest discrepancies, and decides whether a cargo should be placed in customs storage or delivered to the ultimate consignee. Monitors outgoing break bulk cargo loading by local port stevedores, and alerts head stevedore of any improper handling of cargo to avoid damage. Oversees cargo and waterfront agents in the performance of their duties and contracts stevedores to ensure cargo is moved safely. Reviews bills for accuracy and processes bills for payment in connection with customs and waterfront operations. Monitors customs clearance of all petroleum products for use on the base. Acts as Motor Vehicle Registration Officer for all military vehicles imported and exported to and from U.S. Naval Air Station, Sigonella. Provides assistance to the Port Liaison Officer in the port areas of Catania and Augusta. At the lower grade levels, the incumbent will work under closer supervision with more day-to-day advice and guidance. Instructions concerning new and unusual requirements and procedures will be explained in detail and thoroughly reviewed. Completed work assignments will be subject to closer review on a daily basis.			
Qualification Requirements	<p><a href="http://www.opm.gov/qualifications/standards/indexes/num-ndx.asp">http://www.opm.gov/qualifications/standards/indexes/num-ndx.asp</a></p> <p><u>UA-05:</u> One (1) year of specialized experience equivalent to the UA-06 grade level <b>OR</b> three (3) years of college or university level education above the Italian “Diploma di Maturità” or equivalent.</p> <p><u>UA-04:</u> One (1) year of specialized experience equivalent to the UA-05 grade level.</p> <p><u>UA-03:</u> One (1) year of specialized experience equivalent to the UA-04 grade level.</p> <p><b>College or University level education</b> may be substituted for experience (at the UA-04 and UA-03 grade levels), if directly related to the position to be filled.</p> <p><b>** Attach college/university transcript (copies of (a) Libretto Universitario OR (b) Curriculum Accademico con esito esami superati).</b></p> <p>Applicant’s experience and education will be evaluated in conjunction with the following knowledge, skills, and abilities to determine qualified candidates for referral:</p> <ol style="list-style-type: none"> <li>Knowledge of Italian customs and port areas operations, laws, regulations and practices.</li> <li>Skill in negotiating with customs and transportation personnel to expedite clearance of imported and exported items.</li> <li>Ability to maintain financial records and files.</li> </ol>			
Application Status	For inquiries concerning job application status, call Civilian Human Resources at (095) 56-4165/or DSN 624-4165 only on Tuesdays or Thursdays from 1230-1530, at least 20-days after the closing date of the announcement.			

**THE DEPARTMENT OF THE NAVY IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER**

**DEPARTMENT OF THE NAVY, COMMANDER NAVY REGION EURAFSWA**  
**Civilian Human Resources (CHR), Sigonella, Italy**

**Instructions for Completing Application Form**

**VACANCY ANNOUNCEMENT**

Applications will be accepted only if there is an open vacancy announcement. Vacancy announcements are posted on the bulletin board near the Pass & ID Window at NAS I or may be downloaded from <http://www.cnrc.navy.mil/Sigonella/About/Jobs/index.htm>.

**1. Who May Apply**

Only candidates specified in the "Who May Apply" of the vacancy announcement may receive consideration.

**2. Qualification Requirements**

Take note of the type of experience and/or education required by the vacancy announcement.

**Typing Proficiency:** For positions requiring a qualified typist, applicants must self-certify their typing proficiency, on the appropriate block of the application form, indicating typing speed. Typing proficiency skills are subject to monitoring as a condition of employment. To be certified as a qualified typist you must meet a minimum of forty- (40) words per minute in English.

**EMPLOYMENT APPLICATION**

The application form may be downloaded from <http://www.cnrc.navy.mil/Sigonella/About/Jobs/HowtoApply/index.htm>.

Applications for white-collar positions (UA) must be completed in English. Those for blue-collar positions (UC) are acceptable if completed in Italian or English.

The application form is to be completed in its entirety. Describe **in detail, in your own words**, your job experiences related to the job you are applying for:

- (a) specify the hours worked each week;
- (b) if multiple duties are performed in a job, provide percentages for each different duty;
- (c) if you wish your Italian military service experience to be credited, describe in detail the work performed;
- (d) position descriptions (mansionari) will not be taken into consideration to determine qualifications for the position;
- (e) submit "History of Prior Temporary Employment" form when applying for temporary positions.

**1. Verification Documents**

Attach documents verifying work experience and/or education with your application form:

- (a) Copies of SF-50, Notification of Personnel Action (NPA) ;  
OR copies of workbook;  
OR copies of pay slips;  
OR copies of certificates of service on letterhead, signed, and stamped, or showing the employer's P. IVA number;  
OR if self-employed copy of business registration;  
OR diploma/certificate of military service from the Minister of Defense;
- (b) copy of military "Congedo";
- (c) **Education:** copies of education certificates (e.g. high school diploma, university degree) or transcripts certifying subjects and examinations completed at university (foreign education must be officially translated by a Consulate or by a sworn oath)

- (d) **Professional courses:** copies of certificates indicating course duration and/or number of hours for each completed course of study;
- (e) attach CSC 665 Form and copy of driver's license if requested by the vacancy announcement;
- (f) if you are applying for temporary positions, you **must** complete and submit the "History of Prior Temporary Employment" form with your application package.

**Applicants must be able to provide documentation to support qualifying education and/or experience for appointability. Selectees that qualified based on education will be required to produce original education certificates. All qualifying education and experience will be verified prior to employment.**

**2. Submission of the Employment Application**

Submit your application by the closing date of the announcement. Deposit your application in the Civilian Human Resources (CHR) box near the Pass & ID Window NAS I. Personnel with base access may deliver their application to the CHR office, Monday to Friday, 0730 to 1600. You may also submit your scanned application and attachments (max. 10MB) via email to [si-hro-wantajob@eu.navy.mil](mailto:si-hro-wantajob@eu.navy.mil).

Mailing or sending applications via certified or registered mail through the Italian Postal service is neither encouraged nor recommended. All applications must be received by the closing date of the announcement. The CHR is not responsible for delays caused by receiving mail beyond the closing date.

All information requested by the application must be provided. The CHR will not check your application at the time of submission. Incomplete applications or applications received after the closing date of the announcement will not be considered.

**3. Inquiries Regarding the Submission of the Employment Application**

For inquiries concerning job application status, call CHR (095) 56-4165 **only on Tuesdays and Thursdays from 1230 to 1530, at least 20 days after the closing date of the announcement**. Provide the announcement number of the position for which you have applied. Information on your application will only be released after the list of eligible candidates is released to the Selecting Official. In accordance with the Italian Privacy Act (Legge 675/96), CHR will not provide information regarding your application to family members or friends. **A CHR staff member will notify selectee telephonically.**

**NOTES:**

- 1. Provide "Certificato Penale Generale" and "Certificato di Carichi Pendenti" (civili e penali) if you are selected for a position.
- 2. Employment of relatives is restricted in accordance with NASSIG Instruction 12330.3A.
- 3. Applicants with dual citizenship (Italian/US) are ineligible for employment by the U.S. Forces in Italy.
- 4. Applications for "Open Continuous" announcements may be submitted and updated at any time during the announcement period.
- 5. For promotion potential positions, if selection is at the lower grade level, the employee can be promoted without further competition to the target level.
- 6. The term "High School" means "Scuola Superiore".
- 7. Professional course work certificates released by ENAIP or other Regional Institutes may be considered for positions up to UA-06 level only.
- 8. **Submit copies of your documents and retain your originals. Applications and attachments submitted will not be returned.**

Email your Comments & Questions to us at [si-hro-wantajob@eu.navy.mil](mailto:si-hro-wantajob@eu.navy.mil)